



Jet Propulsion Laboratory  
Invoice Management Section  
Mail Stop 601-208  
4800 Oak Grove Drive  
Pasadena, CA 91109-8099

Invoice Instructions

## Cost Plus Fee Invoicing Instructions Prime Contract NAS7-03001

Dear Supplier:

In order for JPL to manage and process your organization's invoice in a timely manner, you must submit an invoice that meets the requirements outlined below.

Submit the invoice and any required backup documents through email or regular mail:

1) Send an email to [subcontract.invoices@jpl.nasa.gov](mailto:subcontract.invoices@jpl.nasa.gov) with the invoice and backup documents attached in one of the following electronic record file formats: .pdf, .tif, .jpg, .bmp, or .gif

**OR** 2) Mail the **original invoice and one photocopy** of all the invoicing documents to:

Jet Propulsion Laboratory  
Invoice Management Section  
Mail Stop 601-208  
4800 Oak Grove Drive  
Pasadena, CA 91109

### Invoice Requirements

- ☒ 1. Invoice date
- ☒ 2. JPL subcontract number
- ☒ 3. Total subcontract value broken out by cost and fees (e.g., Fixed, Award, Incentive)
- ☒ 4. Tax Identification Number (TIN)
- ☒ 5. Invoice number
- ☒ 6. Billing period for current charges
- ☒ 7. Remittance address
- ☒ 8. Cost elements (except G&A) as separate current and cumulative line items. Examples include, but are not necessarily limited to:
  - Engineering labor
  - Engineering overhead (provide rate unless otherwise specifically agreed)
  - Manufacturing labor
  - Manufacturing overhead (provide rate unless otherwise specifically agreed)
  - Fringe benefits (provide rate unless otherwise specifically agreed)
  - Materials and purchases
  - Other direct costs
- ☒ 9. Cost element subtotals (except G&A)
- ☒ 10. G&A current and cumulative costs (provide rate unless otherwise specifically agreed)
- ☒ 11. Total cost
- ☒ 12. Fixed Fee (calculated as % of work physically completed or % of work hours completed) current and cumulative costs
  - ☒ 12.1 Multiply percent completed to date by fee \$ \_\_\_\_\_
  - ☒ 12.2 85% of allowable fee \$ \_\_\_\_\_
  - ☒ 12.3 Less fee billed on prior invoices \$ \_\_\_\_\_
  - ☒ 12.4 Less current and cumulative retention over 85% \$ \_\_\_\_\_
  - ☒ 12.5 Current and cumulative fee due (not to exceed 85% of total fee) \$ \_\_\_\_\_

We will accept computer print-outs (e.g., Microsoft Excel) in support of requirement 12.1 through 12.5
- ☒ 13. Other current and cumulative fees
- ☒ 14. Total amount due
- ☒ 15. If more than one JPL project/task number, break out the gross amount due (without retention) by JPL project/task number



Web Site: <http://invoice.jpl.nasa.gov>  
Email: [invoice@jpl.nasa.gov](mailto:invoice@jpl.nasa.gov)  
Phone: (818) 354-7696

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- ☒ 16. Certification wording, authorized signature, printed name, email, and phone number  
*"I hereby certify that the above invoice is correct and just, that payment therefore has not been received, and that the invoice is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government."*

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Name (Please Print)*

\_\_\_\_\_  
*Email*

\_\_\_\_\_  
*Phone Number/Extension*

- ☒ 17. Numbered pages

## Notes

- A. These instructions, which are made part of your subcontract by reference, are intended to provide guidance regarding submitting invoices to JPL so that we can process them for payment as quickly as possible. Regardless of these instructions, all JPL subcontractors remain solely responsible for compliance with the terms and conditions of their subcontracts and all applicable laws. To the extent of any inconsistency between these instructions and the corresponding subcontract, please refer to the Order of Precedence General Provision.
- B. The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by your subcontract, including these instructions. Invoices must be prepared on commercial invoices (e.g. company's letterhead). We cannot accept invoices prepared on a Public Voucher SR # 1034 form.
- C. Your organization must have an adequate billing system to comply with the terms and conditions of your subcontract and all applicable laws, which should include the ability to capture the actual costs at the authorized project/task level. Your organization is responsible for tracking costs and ensuring costs do not exceed the authorized allotted amount.
- D. If this is your first invoice or you have a rate change:
- Submit a copy of the approved indirect billing rates applicable to this Subcontract from your cognizant government auditor
  - If no cognizant government auditor is assigned, submit your proposed rates as a back-up documentation to the invoice
- E. Anytime your organization adjusts the billing rates to reflect actual year-end allowable costs, you must submit the adjusted rates on a separate invoice.
- F. Your final invoice must be marked "Final".
- G. We cannot pay your final invoice until an audit has been completed on all your indirect costs.
- H. We take the following steps in an attempt to pay every invoice that complies with these instructions within 30 days of invoice receipt at JPL Invoice Management Section (IMS):
1. Once we receive your invoice, we review each invoice for the above requirements.
  2. If the invoice does not meet any of the requirements, we will contact you ASAP and may request a correction and/or resubmission.
  3. We then send your invoice to the JPL Contract Technical Manager (CTM) for review and approval.
  4. Once we receive CTM approval, we will process your invoice for payment.
- I. For faster payment, IMS recommends signing up for Electronic Funds Transfer (EFT). Please visit <http://invoice.jpl.nasa.gov/IMS-Forms.cfm> and download the EFT Authorization form.



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## SAMPLE INVOICE – COST PLUS FEE

The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by the subcontract, including these instructions.

- |  |                   |             |           |             |           |            |               |                   |                    |             |  |
|--|-------------------|-------------|-----------|-------------|-----------|------------|---------------|-------------------|--------------------|-------------|--|
| <p>1. Invoice Date: 7/1/2008</p> <p>2. JPL Subcontract Number: 1234567</p> <p>3. Total Subcontract Value:</p> <table border="0"> <tr> <td>Cost</td> <td>\$60,000.00</td> </tr> <tr> <td>Fixed Fee</td> <td>\$10,000.00</td> </tr> <tr> <td>Award Fee</td> <td>\$2,500.00</td> </tr> <tr> <td>Incentive Fee</td> <td><u>\$2,500.00</u></td> </tr> <tr> <td>Total Cost and Fee</td> <td>\$75,000.00</td> </tr> </table> <p>4. TIN: 12-3456789</p> <p>5. Invoice Number: 10-234-6</p> <p>6. Billing Period: 6/1/2008 to 6/30/2008</p> | Cost              | \$60,000.00 | Fixed Fee | \$10,000.00 | Award Fee | \$2,500.00 | Incentive Fee | <u>\$2,500.00</u> | Total Cost and Fee | \$75,000.00 | <p>7. Remit To:</p> <p>ABC Company<br/>ABC Company Accounts Receivable<br/>567 Any Street<br/>Anytown, VT 12345-1234</p> |
| Cost   | \$60,000.00       |             |           |             |           |            |               |                   |                    |             |  |
| Fixed Fee  | \$10,000.00       |             |           |             |           |            |               |                   |                    |             |  |
| Award Fee  | \$2,500.00        |             |           |             |           |            |               |                   |                    |             |  |
| Incentive Fee  | <u>\$2,500.00</u> |             |           |             |           |            |               |                   |                    |             |  |
| Total Cost and Fee   | \$75,000.00       |             |           |             |           |            |               |                   |                    |             |  |

8. Cost Elements	Current Cost	Cumulative Cost
Engineering labor	\$10,000.00	\$20,000.00
Engineering overhead (25%)	\$2,500.00	\$5,000.00
Manufacturing labor	\$5,000.00	\$10,000.00
Manufacturing overhead (25%)	\$1,250.00	\$2,500.00
Labor fringe benefits (35%)	\$5,250.00	\$10,500.00
Materials and purchases	\$500.00	\$1,000.00
Other direct costs	\$500.00	\$1,000.00
<b>9. Subtotal</b>	<b>\$25,000.00</b>	<b>\$50,000.00</b>
<b>10. G&amp;A (10%)</b>	\$2,500.00	\$5,000.00
<b>11. Total Cost</b>	<b>\$27,500.00</b>	<b>\$55,000.00</b>
<b>12. Fixed Fee</b>		
12.1 90% completed	\$ 9,000.00	
12.2 85% of allowable fee	\$ 8,500.00	
12.3 Less fee billed on prior invoices	<b>\$(5,850.00)</b>	
12.4 Less retention over 85%	<b>\$ (500.00)</b>	<b>\$ (500.00)</b>
12.5 Fee due (not to exceed 85% of total fee)	\$2,650.00	\$8,500.00
<b>13. Award Fee</b>	\$1,000.00	\$2,000.00
Incentive Fee	\$1,000.00	\$2,000.00
<b>14. TOTAL AMOUNT DUE</b>	<b>\$32,150.00</b>	<b>\$67,500.00</b>
<b>15. Gross amount due (without retention) by JPL project/task number</b>		
123456/001	<b>\$22,855.00</b>	
123456/002	<b>\$9,795.00</b>	

16. "I hereby certify that the above invoice is correct and just, that payment therefore has not been received, and that the invoice is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government."

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number/Extension



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